



Town of Merrimack, New Hampshire

6 Baboosic Lake Rd · Merrimack, NH 03054 · www.merrimacknh.gov

March 2, 2022

Request for Proposals

Town of Merrimack, New Hampshire Fire Station Feasibility Study

Proposals will be received by the Town of Merrimack until 2:00 PM on Friday, April 1, 2022 from interested and qualified consulting firms to provide a fire station feasibility study for the Town of Merrimack's Fire Department.

1. Introduction

The purpose of the study is to review current fire station locations, facilities, and deployment of equipment and to provide long-term recommendations for fire station facilities and infrastructure taking into consideration future planned town growth.

There is no expressed or implied obligation for the Town of Merrimack to reimburse firms for any expenses incurred in preparing proposals in response to this request.

Proposals and three copies must be sealed and marked "Proposal on Fire Station Feasibility Study" and be delivered to the Town of Merrimack Finance Department, 6 Baboosic Lake Rd, Merrimack, NH 03054, by the time specified above when they will be opened publicly and read aloud.

It is anticipated that the selection of a firm will be completed April 30, 2022 to allow adequate time for planning.

2. General Information

Merrimack is a town in Hillsborough County, New Hampshire, United States. The population was 26,632 as of the 2020 census. It is a large, suburban community located directly between the state's two largest cities (Manchester and Nashua). The town has a total area of 33.4 square miles, of which 32.6 square miles are land and 0.85 square miles are water.

Merrimack has a Town Manager/Town Council form of government. The Town Manager reports to a seven-member Town Council. The Town Manager is responsible for the ongoing operations of the town, town council relations, strategic planning, policy

research and implementation, oversight of boards and commissions, performance management, and general town administration.

Established in 1924, the MFRD provides all-hazard emergency and non-emergency services to the Town of Merrimack and its neighbors through mutual aid agreements. The department serves a population of approximately 26,632 residents within its 33.4-square mile coverage area. The MFRD provides a wide range of services to the community, which includes:

- Fire suppression
- Emergency Medical Services
- Technical rescue
- Hazardous materials response (awareness and operations)
- Building, fire and life safety inspections
- Community code enforcement
- Education and fire prevention
- Emergency management and disaster response
- Training and education

In 2021, the MFRD responded to approximately 3,345 calls for service. Of these, 67% percent were Emergency Medical Services (EMS) responses, 19% were fire responses and the remaining 14% were a combination of motor vehicle crashes, hazardous materials responses, mutual aid incidents, rescue calls and others. These emergency responses are handled by a 36-member career fire department. The department responds out of two fire stations and has a diverse fleet consisting of 5 engines, 1 ladder, 1 heavy rescue, 2 brush trucks, 3 ambulances, an Incident Support Trailer, and various support vehicles.

Station Locations

- Station 1: 432 Daniel Webster Highway (constructed in 1959 with multiple expansions)
- Station 2: 196 Naticook Road (constructed in 1972 with 1 expansion for dorm/living areas)
- Station 3: 643 Daniel Webster Highway (constructed in 1972 no accommodations for 24/7 staffing)

Over the years, the town has transitioned from an entirely volunteer contingent of firefighters to a paid department starting in 1971. With the acceptance of the SAFER Grant in 2021, we will have a total of 44 full time firefighters with fire suppression and EMS duties. The Department is also comprised of a full time chief, 2 assistant chiefs, 1 full time fire marshal, 1 part time fire inspector and a 1 full time office administrator.

The Fire & Building Safety, Code Enforcement Division, and Fire Prevention Divisions have offices at Station 1. They include 1 full-time Building Official, 1 full-time Building

Inspector, 1 part-time Building Inspector, 1 full-time Health Officer, 1 full-time secretary and 1 part-time secretary.

3. Scope of Work

The MFRD is seeking an innovative fire service consulting firm with experience proposing long-range solutions for fire station facilities. The work to be completed includes the following:

1. Gather pertinent data and information. The consultant is responsible for obtaining GIS data.
2. Conduct an operational efficiency evaluation and analysis of the existing fire stations. To include a review of the effectiveness of our current facilities and emergency response deployment model to meet the response needs of our community and benchmarks for the organization to respond to future demands.
3. An analysis and recommendations for determining performance standards based on current and future workloads that encompasses emergency response as well as community demands to include the recommendations of benchmarks to guide future adjustments in response to community need
4. If able, form general recommendations for a remodel or construction of a new facility.
5. Identify recommended future fire station locations and a phasing plan for station development/construction based on but not limited to:
 - a. Land use
 - b. Population
 - c. Density
 - d. Physical or other barriers
 - e. Future residential and commercial development
 - f. Transportation infrastructure
 - g. Apparatus and equipment deployment
6. Prepare draft report for review and comment by town and MFRD leadership before drafting final report.
7. Provide 4 printed copies of the final report as well as a PDF file.

Present final report to the MFRD leadership, Town Manager, and the Merrimack Town Council

4. Required Meetings

The consultant shall propose a meeting schedule based on the aforementioned scope of work. The town, at a minimum, anticipates the following meetings (either in person or electronic):

1. Project kickoff meeting with town staff and MFRD leadership to review scope of work, allowing all parties the opportunity to present data and information requests.

2. Facility inspection/review.
3. Stakeholder meeting (SWOT pertaining to facilities)
4. Meeting with town administration and MFRD leadership to review preliminary results and to make corrections or adjustments before drafting final report.
5. Meeting to convey findings and results to Town Manager and the Town Council (council meeting in person).

If any meetings are to take place electronically, it must be stated in the proposal.

5. Proposal

Firms proposing must include the following:

1. A letter outlining the firm's background and five references.
2. A list (at least 5) of similar studies, including contact information, completed in the past three years.
3. A project outline detailing the strategy you will use for completing the project.
4. A statement identifying in detail the items your study will include, referencing by number the aforementioned scope of work.
5. The name(s) and professional backgrounds of the individuals to be assigned to this project.
6. The name of the lead consultant/project manager who will be doing the majority of the work.
7. A meeting outline listing number and type (in person or electronic) of meetings included, the purpose, and with whom those meetings would be held.
8. A time line for project completion.
9. A "not to exceed" cost.
10. A list of additional recommended study options and cost for completing those options.
11. The cost per additional meeting.
12. Recommendation of other areas or item(s) not listed in the study scope that would be beneficial to the outcome of this study and the cost of each.

6. Evaluation

The Town of Merrimack shall evaluate the proposals on the basis of the qualifications, relevant experience and responsiveness of the bidders, as well as the staffing and estimated cost of the engagement. The Town reserves the right to reject any or all proposals, to waive irregularities in the proposals, and to accept the proposal which best serves the interest of the Town.

7. Insurance

The professional individual or firm shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from, or be in connection with the performance of the work hereunder by the individual or the firm, his agents, representatives, or employees.

For the purpose of this clause, the term “professional individual or firm” shall also include the individual’s or firm’s respective officers, agents, officials, employees, volunteers, boards, and commissions.

8. Submittal Information

The proposal, with three additional copies of the proposal, must be marked “RFP Fire Station Feasibility and Facility Study” and received no later than Friday, April 1, 2022 at 2:00pm. All submittals shall be addressed to Kelly Valluzzi, Purchasing Agent, 6 Baboosic Lake Road, Merrimack, NH 03054. Any inquiries should be directed to Mark DiFronzo, Fire Chief at (603) 424-3690, or mdifronzo@merrimacknh.gov.



TOWN OF MERRIMACK, NEW HAMPSHIRE

FINANCE DEPARTMENT
6 Baboosic Lake Road
Merrimack, NH 03054

Tel: 603-424-7075
Fax: 603-424-0516

Proposal for Fire Station Feasibility and Facilities Study

PROPOSAL FORM
Due by 2:00 PM on Friday, April 1, 2022

PROPOSAL:

Total not-to-exceed cost to provide the Town of Merrimack with the Fire Station Feasibility and Facilities Study, in accordance with the enclosed specifications:

\$ _____

Proposer Guarantees:

The proposer certifies that it can and will provide and make available, at a minimum, all services set forth in this request for proposals.

Bidder Name: _____

Proposer Warranties:

- The proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.
- The proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the express prior written permission of the Town of Merrimack.
- The proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Authorized Signature _____

Printed Name _____

Title _____

Email: _____

Date _____

Proposer _____

Street Address _____

City, State, Zip Code _____

Phone No: _____ Fax No: _____

Bidder Name: _____

REFERENCES:

Project: _____
Company Name: _____
Street Address: _____
City, State, Zip Code: _____
Telephone No.: _____
Contact: _____

Project: _____
Company Name: _____
Street Address: _____
City, State, Zip Code: _____
Telephone No.: _____
Contact: _____

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